

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **OFFICE AND KEYBOARD WORKER**

Jurisdictional Class: **Competitive**
Date Adopted: **March 24, 2000**
Date Revised:
Jurisdictions: **All**
Union Status: **CSEA (county)**
Pay Grade: **5 (county)**

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position in the clerical field, and an incumbent performs routine clerical work and may assist in performing more difficult and responsible clerical work, requiring the use of an alpha-numeric keyboard or typewriter. This position is different from that of Clerk in that speed and accuracy in typing are required and a major function of the position. Detailed instructions are given for new or difficult assignments, and procedures are standardized. Positions in the class may require considerable contact with the public. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. The work is performed under general supervision, and supervisors are available for consultation on new or difficult tasks. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs clerical and typing/keyboarding duties in support of office operations;
Enters forms, form letters, transcripts, schedules, calendars, bills, vouchers, records, payrolls, title searches, reports, index cards, time cards, etc. in a variety of media using an alpha-numeric keyboard or other data entry device;
Transcribes from a recording or longhand copy;
Prepares and maintains a variety of letters, records and reports;
Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material;
Issues and records applications, licenses and permits;
Collects fees and accounts for monies received;
Answers telephone and gives out routine information, or relieves at switchboard;
Makes entries on control cards or in ledger from original sources;
Makes arithmetic computations and compiles simple statistical reports;
Assists the general public in understanding and completing various forms;
May compare and verify data and information with standards and regulations in a screening process;
May pull material from files, make simple file searches and maintain charge-out records;
Operates various office equipment such as copiers, fax machines, calculators, computer keyboards, typewriters, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to manipulate an alpha-numeric keyboard and type accurately at an acceptable rate of speed; ability to learn software programs required by the duties of the

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position; ability to understand and follow oral and written directions; ability to establish and maintain good working relationships with others; clerical aptitude; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing or keyboarding; OR
- (B) One year of clerical experience, involving the operation of a computer keyboard or typewriter; OR
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.